
APPENDIX C

Public Notification Process

PURPOSE

This procedure focuses on the notification process to external stakeholders, in the event of a pollution incident because of operations at Excelsior. External stakeholders include neighbouring industrial, residential or community premises and relevant authorities. This procedure forms part of site-specific Pollution Incident Response Management Plans and has been developed to meet compliance obligations under the Protection of the Environment Operations Act 1997.

SCOPE

This procedure applies to the Excelsior site.

REFERENCES

- ✓ Excelsior Pollution Incident Response Management Plan
 - Stakeholder Contact List

DEFINITIONS

- ✓ **Immediate notification:** promptly and without delay, after the person becomes aware of the incident; as soon as it is safe to do so; and not as to delay immediate actions to ensure the safety of people or contain a pollution incident.

PROCEDURE

1.1 Notify incident internally

All personnel shall immediately notify their Supervisor of all pollution incidents that occur on Excelsior premises, or as a result of activities carried out by Graymont personnel or contractors.

The Supervisor shall immediately notify the Operations Manager of the pollution incident.

1.2 Contact initial combat agency

The Operations Manager shall call '000' if the incident presents an immediate threat to human health or property, with the purpose of coordinating a response from Fire and Rescue NSW, the NSW Police or the NSW Ambulance Service, as required.

1.3 Notify neighbouring premises of immediate threat

The Operations Manager shall provide early warnings to neighbouring premises by notifying them of any immediate threat to human health or property. Neighbouring premises shall be notified with reference to the site plan and Stakeholder Contact List

in the Excelsior Pollution Incident Response Management Plan.

1.4 Assess material harm to the environment

The Operations Manager shall immediately after being notified of the pollution incident, consult with the Environmental Advisor to assess whether the pollution incident has caused or threatens material harm to the environment.

In the event that the Environmental Advisor cannot be contacted, the Operations Manager shall consult with the relevant Environment or Health & Safety Manager.

If it is assessed that the pollution incident has caused or threatens material harm to the environment, the Operations Manager shall immediately notify the Regional Manager and the relevant Environment or Health & Safety Manager.

If it is assessed that the pollution incident has not caused or does not threaten material harm to the environment, the Operations Manager shall follow internal incident reporting procedure *CWP-10.202 Incident Notification and Investigation*.

1.5 Notify authorities

The Regional Manager shall, in consultation with the relevant Environment or Health & Safety Manager, immediately verbally notify all of the authorities in the table below, in order of priority. Authorities must be notified at this step regardless of whether they have been contacted earlier in the process (e.g. step 1.2).

The information to be provided to each Authority is detailed in the Pollution Incident Notification Form. All information listed in the Pollution Incident Notification Form must be communicated to each Authority. If information required in the Pollution Incident Notification Form is unknown at the time of the notification, it must be notified to the Authority immediately after it becomes known.

Details of each notification shall be recorded in *CWF-1.108.1 Pollution Incident Notification*.

Agency	Contact Details
Fire & Rescue NSW	000 (<i>To be contacted first if the incident presents an immediate threat to human health or property and emergency services are required, or last if emergency response is not required</i>)
EPA	131 555
Lithgow City Council	(02) 6354 9999
Ministry of Health via Bathurst Public Health Unit	0428 400 526
Work Cover Authority	13 10 50

1.6 Notify neighbouring premises

The Operations Manager shall notify the owners or occupiers of premises in the vicinity of the site who may be affected by the pollution incident. The Pollution Incident Notification Form may be used to guide the information to be included in the

notification.

The neighbouring premises and their contact details are detailed in the site plan and Stakeholder Contact List in the Excelsior Pollution Incident Response Management Plan.

1.7 Update neighbouring premises

The Operations Manager shall update the owners or occupiers of premises in the vicinity of the site who may be affected by the pollution incident, as required. Updates may include the following:

- status of the incident response;
- status of the dispersion of the pollutant; and
- recommended actions to minimise the risk of harm as a result of the pollution incident.

The neighbouring premises and their contact details are detailed in the site plan and Stakeholder Contact List in the [name of site] Pollution Incident Response Management Plan.

1.8 Notify authorities in writing

The Operations Manager shall ensure that each Authority is notified in writing within seven days of the incident occurring. The information listed in the Pollution Incident Notification Form must be communicated to each Authority.

DOCUMENTS REQUIRED

- ✓ CWF-1.108.1 Pollution Incident Notification Form
- ✓ CWT-1.108.2 Pollution Incident Response Management Plan

Attachment 1: Pollution Incident Notification Form

Part 1. Incident notification information

Site			
Date of incident		Time of incident	
Pollutant	Name/nature: Quantity/volume: Concentration:	Duration of incident	
Location of incident	Pollutant originated from: Pollutant went to:		
Circumstances of the incident			
Immediate cause of the incident			
Immediate response actions taken			
Immediate response actions proposed			



Part 2. Incident notification record

Authority	Date of notification	Time of notification	Name of Officer	Reference number	Information notified	Comments (e.g. outstanding information to be notified at a later date)